

AGENDA
West Virginia State University
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
September 20, 2013
9:00 a.m.

- | | | |
|--|-------------|----|
| 1. Call to Order and Roll Call—Chair Tom Susman, presiding | | |
| 2. Verification of Appropriate Notification of Public Meeting | Action | 2 |
| 3. Review and Approve Meeting Agenda | Action | 1 |
| 4. Review and Approve Minutes of June 12, 2013 Special Meeting and June 13, 2013 Annual Meeting | Action | 3 |
| 5. Remarks from the Board Chair | | |
| 6. Remarks from the University President | | |
| 7. Reports from Board Committees | | |
| a. Institutional Advancement | | |
| b. Audit | | |
| c. Recruitment and Retention | | |
| d. Academic Policies | | |
| e. Finance | | |
| 8. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel and Property Issues | | |
| 9. Report from the University President | | |
| a. Athletic Complex | Action | 11 |
| b. University Reports Forwarded by Board Committees | | |
| i. Recruitment Update | Information | |
| ii. Reaffirmation of Accreditation Update | Information | |
| iii. HEPC Compact Submissions | Information | 12 |
| iv. Legislative Audit Report | Information | |
| v. Fiscal Year 2014 Budget Update | Information | 13 |
| 10. Other Matters | | |
| 11. Next Meeting Date – <i>November 14, 2013</i> | | |
| 12. Adjournment | | |

West Virginia Secretary of State — Online Data Services

Administrative Law

Online Data Services Help

Administrative Law

Meeting Notice Detail

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West Virginia State University <i>Board of Governors</i>
Date/Time: 9/20/2013 -- 9:00 AM
Location: West Virginia State University Erickson Alumni Center Grand Hall
Purpose: To conduct regular business of the Board.
Notes: This is a compliant meeting.
Meeting was approved : 9/10/2013 3:48:39 PM

Minutes
West Virginia State University
Board of Governors
Special Meeting
Erickson Alumni Center
June 12, 2013

- I. Call to Order:** A special meeting of the West Virginia State University (WVSU) Board of Governors (BOG) was called to order at 4:31 p.m. by Chairman Larry Rowe.

Present: Mrs. Millie Booker, Dr. Tom Guetzloff, Mr. Paul Konstanty, Mr. William Lipscomb, Mr. Larry Salyers, Dr. Ann Brothers Smith, Mr. Tom Susman, Mr. Gary Swingle, Mr. Scotty White, and Mr. L. Vincent Williams. Dr. John Thralls was absent.

- II. Verification of Appropriate Notification of Public Meeting:** Notification was verified. The Chairman noted that there was a quorum.

- III. Approval of Agenda:** *Mr. Williams motioned to approve the agenda as presented; seconded by Mr. White; motion carried.*

- IV. Executive Session:** *Mr. Williams motioned for the Board to go into executive session according to West Virginia Code 6-9A-4, to discuss matters pertaining to real estate; seconded by Mrs. Booker; motion carried.*

Motion to come out of executive session and reconvene into regular session was made by Mr. Williams; seconded by Mrs. Booker; motion carried with Mr. Scotty White being absent.

Mr. Susman moved to except the President's recommendation for the execution of a lease between West Virginia State University and Reserve Oil and Gas for the purpose of the extraction of natural gas, and oil if applicable. Mr. Susman further moved to give the President the authority to approve changes to the lease as long as there is no material change; motion seconded by Mr. Swingle; motion passed with one dissenting vote from Dr. Guetzloff.

Adjournment: 6:25 p.m.

Minutes
West Virginia State University
Board of Governors
Annual Meeting
Erickson Alumni Center
June 13, 2013

- I. **Call to Order:** Chairman Larry Rowe called The Annual Meeting of the West Virginia State University (WVSU) Board of Governors to order at 2:01 p.m.
- Present:** Mrs. Millie Booker, Dr. Tom Guetzloff, Mr. Paul Konstanty, Mr. Larry Salyers, Dr. Ann Brothers Smith, Mr. Tom Susman, Mr. Gary Swingle, Mr. Scotty White, and Mr. L. Vincent Williams. Mr. William Lipscomb participated by conference call. Dr. John Thralls was absent.
- II. **Verification of Appropriate Notification of Public Meeting:** Notification was verified. The Chairman noted that there was a quorum.
- III. **Approval of the Agenda:** *Mr. White motioned to approve the agenda as presented and Mr. Williams seconded the motion; motion carried.*
- IV. **Approval of the Minutes for April 25, 2013:** *Mr. Guetzloff requested that the minutes be amended under item VIII on page 10 to reflect that he voted nay on President Emeritus Hazo Carter's contract. Mr. Susman motioned to approve the minutes with the aforementioned revision. Mr. Williams seconded the motion; motion carried.*
- V. **Announcements from the Chairman:** Chairman Rowe thanked the Board of Governors for selecting him to serve as chair for FY 2013 and said it has been a rewarding experience. He expressed his appreciation for the hard work and dedication by everyone during the past year. Chairman Rowe stated that Dr. Donna Simon will not be continuing her position with the University. On behalf of the Board of Governors, he presented Dr. Simon with a plaque to acknowledge her for her service to the University and as the liaison to the Board.

Election of Officers: Chairman Rowe stated that three officers are to be elected during the Annual Meeting each year and offices take effect on July 1. Mr. Williams presided over the election and opened the floor for nominations. He entertained motions for each position. Mr. Rowe nominated Mr. Susman as Chair, Mr. Swingle nominated Dr. Smith as Vice Chair, and Dr. Smith nominated Mr. Williams as secretary.

Mr. Swingle motioned to close the nominations. Mrs. Booker seconded the motion; motion carried. Mr. Konstanty motioned to approve the slate of nominated officers. Mr. White seconded the motion; motion carried.

Mr. Susman motioned that the Board of Governors present a resolution in honor of Chairman Larry Rowe for his services. The commendation is to be on record as part of

the minutes and a copy of the resolution presented to the Governor. Mr. Swingle seconded the motion; motion carried. The language for the resolution is attached to these minutes.

Mr. Williams motioned that the Board of Governors present a resolution to Mrs. Booker, whose term on the Board ends as of July 1, 2013. Mr. Williams read the resolution aloud and requested that it also be on record as part of the minutes. Mr. Swingle seconded the motion; motion carried. Mrs. Booker was also recognized for her work as the clerk for the Presidential Search Committee. The language for the resolution is attached to these minutes.

VI. Reports from Board of Governors' Committees:

Institutional Advancement:

Chairman Rowe chaired the committee and presented the report.

- There was a fundraising target of \$3 million by the end of this year and we are currently at \$2.3million compared to \$500,000 this time last year.
- There was a target of 1,000 people who made a financial contribution by the end of this year and we are currently at 716 compared to 359 this time last year.
- A presentation was given on the new Net Community alumni website that will launch on July 1, 2013. Anyone who wants to register to support the University may do so. The website also allows alumni to post announcements and search names and class years of fellow alum.

Academic Policies:

The committee did not meet prior to the Annual Meeting.

Recruitment and Retention:

Dr. Smith chaired the committee in Mr. Lipscomb's absence and presented the report.

- President Hemphill and Kitty McCarthy, along with her staff, were commended for their work in the areas of recruitment and retention.
- Freshmen applications are up in- and out-of-state.
- Visits to high schools have increased and staff is continuing to build relationships between the University and high school counselors.
- Freshmen applications as of June 7, 2013 are 1,982, compared to 1,625 this time last year.
- At the census date last year we had 31 out-of-state students confirmed, and we have 77 already confirmed for fall 2013.
- Transfer students remain to be a challenging area because we do not know where they are to recruit. To date, we have 120 transfers admitted, and of that number, 70 have confirmed.
- New Student Orientations continue to improve and our numbers are currently 27 percent ahead of last year through the first three programs.
- EMAS-Pro Solutions have been selected as the vendor for customer relationship management program. This will improve how we communicate with students more efficiently and help with our outreach efforts.

- This semester we only had 38 students on academic suspension which is low compared to past years.
- Of our 204 student-athletes, 36 percent had a 3.00 or higher GPA for the spring semester.
- Dr. T. Ramon Stuart did an analysis of data on conditional admit students, and he found that students who actively participated in support programs regularly generated a higher GPA compared to students who did not.

Audit:

Mr. Vincent Williams chaired the committee and presented the report.

- Single audit findings by the state had to do with proper reporting and clarifying mistakes. The auditors are meeting with proper staff correct these areas.
- The legislative audit is ongoing.
- The majority of higher education institutions had additional billing from Deloitte and Touche. Costs varied from a few thousand dollars to over \$20,000. Committee members received a copy of the allocation of each college and university. The University will check with the Higher Education Policy Commission about using a different auditor next year.

Finance:

Mr. Larry Salyers chaired the committee and presented the report.

- The committee reviewed May data for the E&G budget; a slight surplus is anticipated.
- The housing account should improve with new housing and the dining service contract.
- A public hearing will be held with regard to Gore and Prillerman Halls.
- Fleming Hall renovation is on schedule. We will have all the funds drawn down by August 2013.

Executive Session:

Mr. Williams motioned for the Board to go into executive session according to West Virginia Code 6-9A-4, to discuss real estate matters. Mr. White seconded the motion; motion carried.

Motion to come out of executive session and reconvene into regular session was made by Mr. Susman. Mr. Swingle seconded the motion; motion carried.

Mr. Susman motioned that President Hemphill and the administration work in conjunction with Attorney Willis-Miller and be empowered to execute documents as needed that would allow the administration to proceed fully with the residence hall project. Mr. Swingle seconded the motion; motion carried.

VII. President's Report:

The President stated that on June 17, 2013 the West Virginia Board of Public Works will act on the transfer of property of the former West Virginia Rehabilitation Center property to the University. The transfer of this property will enhance the University's ability to

grow, especially in the areas of science, nursing and technology. The President thanked Melvin Jones and Tom Bennett for their work on the property transfer. While public funding levels were down this year, due primarily to sequestration and elimination of federal funding lines, this was still a successful year for WVSU in grants and sponsored research. From July 1, 2012 to date, the University's Research and Development Corporation has received more than 42 grants. Forty-six percent of those grants came from West Virginia, 40 percent were federal, 11 percent were from private foundations and donors, and 3 percent were awarded from the city or county. The President said funding from the private sector rose significantly this year and is expected to increase again in FY 2014. The University had a 27 percent success rate in gaining grants this year, amidst a national average of 19 percent. He said it is exciting to know all of our faculty are seeking grant funds. He asked that Dr. McMeans and his team be recognized for their hard work. The inaugural edition of State Magazine has been mailed. The magazine is another element of our overall communication strategy and is a collaboration of campus and alumni news. The President acknowledged Pat Schumann and Dr. Donna Simon for their work and the work of their teams on the magazine.

Also, plans are underway for entering students this fall. Several activities and programs will be held to impact their success and focus on retention. Move In and Welcome Day experiences will include assistance with desktop and laptop hookups, the New Students Got Talent event, an open house at the TAP room, and Commuter Connection Day. The President gave kudos to Kitty McCarthy and her staff for their efforts in planning and carrying out these events. Students and faculty will return to a new wireless infrastructure in the fall. Phase one of a three-phase technology plan is underway. The initial phase includes upgrading the fiber grid to 10gig, which will enable a much faster flow of network traffic, more system reliability, added security, and greatly enhanced wireless coverage. Another investment will be in upgrading the telephone system. The President recognized Dr. Donna Simon and the IT staff for their work on these upgrades. On-campus interviews are being conducted this week with two candidates for the Director for Institutional Research and Assessment position. The President stated that Dr. Donna Simon has been on campus less than 12 months, but she has made a lasting impact on the University and the community. For the record, he recognized the hard work, blood, sweat and tears she has given to the University.

- Action item 7.a.i.: President Hemphill asked the Board to approve the recommended schedule of the Board of Governors meetings for FY 2014, as listed on page 11 in the agenda book. *Mr. Susman motioned that the Board tentatively accept the dates, review calendars, and move meetings to coincide with other events on campus. Mr. Swingle seconded the motion; motion carried.*
- Action item 7.a.ii: This item was covered earlier in the meeting following the executive session.
- Item 7.a.iii: As the fiscal year comes to a close, University Advancement staff is focusing on two goals. First, raising \$3 million in gifts and pledges and second, achieving participation from 1,000 donors. They are making great progress in

these areas. A year-end appeal letter has been mailed to alumni who have not yet participated this year.

- Items 7.a.iv, v, and vi: The President asked Mr. Melvin Jones to present the University E&G, all funds and auxiliary budget reports. Mr. Susman said given the fact that Mr. Jones and others present must attend a meeting in Charleston that begins at 5:00 p.m. and almost the entire Board was in the Finance Committee meeting, that they not present the financial information again to the full Board. It was agreed that the Board members may contact Mr. Jones at a later time if they have any questions.

VIII. **Other Matters:** President Hemphill acknowledged the presence of Ashley Schumaker who will be joining the WVSU team on July 1, 2013 as Chief of Staff and Special Assistant to the President.

IX. **Next Meeting Date:** The tentative next meeting date is on September 19, 2013.

Adjournment: 4:12 p.m.

West Virginia State University Board of Governors
Recognizes and Appreciates the Distinguished Service of
Chairman Larry L. Rowe

WHEREAS, Governor Larry L. Rowe served on the West Virginia State University Board of Governors as its Chairman from 2011-2013; and

WHEREAS, Governor Rowe has participated as a faithful member of the Academic Policies Committee, Audit Committee, Executive Committee, Finance Committee, Institutional Advancement Committee and Recruitment and Retention Committee; and

WHEREAS, Governor Rowe lead the effort to hire Dr. Brian O. Hemphill as the 10th President of West Virginia State University; and

WHEREAS, Governor Rowe used his position as Governor to positively impact and encourage discussion of issues of importance to West Virginia State University; and

WHEREAS, Governor Rowe is a respected local attorney, civic leader, generous community volunteer and loyal ambassador of West Virginia State University; and

WHEREAS, Governor Rowe has shown a special interest in promoting the University's Booker T. Washington properties in Malden, West Virginia; and

NOW, THEREFORE, BE IT RESOLVED that the West Virginia State University Board of Governors, meeting on this 13th day of June, 2013, hereby commends Governor Larry L. Rowe for his contributions to West Virginia State University; and

BE IT FURTHER RESOLVED that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to Governor Rowe as a token of the Board's appreciation.

Tom Susman, Secretary
WVSU Board of Governors

Dr. Brian O. Hemphill, President
West Virginia State University

West Virginia State University Board of Governors
Recognizes and Appreciates the Distinguished Service of
Mildred (Millie) Booker

WHEREAS, Mildred (Millie) Booker was elected by the West Virginia State University Classified Staff to serve as its representative on the Board of Governors on July 1, 2009, and,

WHEREAS, Governor Booker during her service on the board vigorously and unstintingly presented the interests of WVSU classified staff, and advocated and assured that the interests of WVSU staff were understood and appreciated, including, but not limited to working conditions and pay, and,

WHEREAS, Governor Booker's advocacy for staff was always presented in a collegial manner, and,

WHEREAS, Governor Booker's service on the Board included an awareness of and a responsibility for joining other board members in assuring that the governance and statutory duties of the board were dutifully performed with energy, vision, and care, and,

WHEREAS, the Board of Governors seeks to recognize Governor Booker for her noteworthy service,

THEREFORE, BE IT RESOLVED that the West Virginia State University Board of Governors, at its meeting this 13th day of June 2013, commends and salutes Governor Mildred (Millie) Booker for her outstanding service as a member of the Board.

Larry L. Rowe, Chair
WVSU Board of Governors

Agenda Item 9.a.
September 20, 2013

Action

Athletic Complex

Materials are still being developed and will be provided at the meeting.

HEPC Compact Submissions

Various materials have been provided by the Higher Education Policy Commission regarding the Compact submissions and will be distributed as part of the Academic Policies Committee meeting and the full Board meeting.

This year, the University is required to submit two Compact reports: a final report for *Charting the Future*, the state's Master Plan from 2007-12, and an initial report for *Leading the Way*, the state's Master Plan for 2013-18. Both submissions are due by November 1, 2013.

The University is currently analyzing data and working with on-campus personnel for both submissions and this matter will be discussed and approved by the Academic Policies Commission for final consideration and approval by the full Board prior the November 1 deadline.

**Agenda Item 9.b.v.
September 20, 2013**

Information

Fiscal Year 2014 Budget Update

University - E&G Budget
FY 2014 Budget / Actual Expenditures 08/31/13

	Salaries & Benefits			%	Supplies & Other Services			%	Total			Notes
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference	
General Revenue									10,657,707	2,131,541	8,526,166	20.00%
Tuition Revenue									11,180,000	582,313	10,597,687	5.21%
R&D Corp Indirect Funds									427,230		427,230	0.00%
Sub Total of Revenues	0	0	0		0	0	0		22,264,937	2,713,854	19,551,083	12.19% (2.) & (6.)
Academic Affairs	11,031,558	646,213	10,385,345	5.86%	260,726	34,222	226,504	13.13%	11,292,284	680,435	10,611,849	6.03% (4.)
Student Affairs	1,360,911	208,890	1,152,021	15.35%	113,659	5,020	108,639	4.42%	1,474,570	213,909	1,260,661	14.51%
President's Area	1,049,664	185,944	863,720	17.71%	792,350	43,930	748,420	5.54%	1,842,014	229,875	1,612,140	12.48% (7.)
University Relations	1,004,467	158,102	846,365	15.74%	299,167	53,483	245,684	17.88%	1,303,634	211,585	1,092,049	16.23%
Phy Fac Net of Transfers	2,410,273	156,936	2,253,337	6.51%	620,229	193,258	426,971	31.16%	3,030,502	350,195	2,680,307	11.56% (5.)
University Advancement	244,762	46,817	197,945	19.13%	103,510	3,583	99,927	3.46%	348,272	50,399	297,873	14.47%
Finance	1,427,631	247,872	1,179,759	17.36%	116,647	31,683	84,964	27.16%	1,544,278	279,555	1,264,723	18.10%
College Wide	83,662	200,000	(116,338)	239.06%	1,345,721	280,480	1,065,241	20.84%	1,429,383	480,480	948,903	33.61% (3.)
Sub Total of Expenses	18,612,928	1,850,775	16,762,153	9.94%	3,652,009	645,659	3,006,350	17.68%	22,264,937	2,496,434	19,768,503	11.21%
Grand Total									0	217,420		

Footnotes:

- (1.) 17% is the target for July activity compared to budgets.
- (2.) Revenue clearing account balance of \$620,462. Of this amount, 75% or \$465,000 estimated will go to E&G area.
- (3.) Due to cash liquidity issues, \$200,000 loan went to auxiliary services.
- (4.) Faculty salaries do not start until September.
- (5.) Physical Facilities central services transfers of \$180,000 has not been transferred as of the end of August.
- (6.) 1st Financial Aid Disbursement of \$2.1 million will not occur until the 1st week in September.
- (7.) Athletic Scholarship expense in President's area occurs in October.

University - All Funds
FY 2014 Budget / Actual Expenditures 08/31/13

Type of Funds	A	B	C	D	E	F
	Beginning Balance As of July 1, 2013	Total Revenue Actual	Salaries & Benefits Actual	Supplies & Other Services Actual	Total Expense Budget Actual	Ending Balance 8/31/2013
0373 State Appropriations: For University and Land Grant Match		2,131,541 <u>381,600</u>				
	0	2,513,141	1,657,466	146,598	1,804,064	709,077
4611 Tuition and Fees: 50 some sub-funds						
	985,389	685,059	549,255	734,308	1,283,563	386,885
4612 Auxiliary Fees: <i>Bookstore, Housing, Dining</i> <i>Athletics, Public Safety</i>						
	457,222	460,884	117,741	497,379	615,120	302,986
4613 Capital Fees: Capital Activity Transfers from HEPC						
	783,681	4,079,164	37,200	4,113,870	4,151,070	711,775
4614 State Grants:						
	460,404	791,084	74,559	732,649	807,208	444,280
8775 Federal Funds:						
	104,774	339,712	158,469	247,952	406,421	38,064
Grand Total						2,593,069

(1.) 17% is the target for July activity compared to budgets.

Note:

(2.) Revenue clearing account balance of \$620,462. Of this amount 75% or \$465,000 estimated will go to E&G area.

- Ending Balance = Columns A + B - E

- shaded area funds have a net activity of zero

- Fleming Hall Activity: 4,019,649 939 3,975,964 3,976,903 42,745

(5.) Physical Facilities central services transfers of \$180,000 has not been transferred as of the end of August.

YTD Totals 13,267,041 1,732,959
Balance to complete

(7.) Athletic Scholarship expense in President's area occurs in October.

West Virginia State University
Auxiliary Account Activity for August 2013
Fund 4612

Fund Number	Fund Name	6/30/2013 Fund Balance	8/31/2013 Fund Balance	FY 14 Net Activity
123610	Student Union Operation	(178,865)	(253,644)	\$ (74,779)
123710	Housing	(1,324,376)	(1,399,199)	\$ (74,823)
123810	Dining Food Services	(624,642)	(676,589)	\$ (51,947)
123980	Athletics Current	(427,673)	(463,476)	\$ (35,803)
123981	Athletic Enhancement Funds	181,285	175,407	\$ (5,878)
125180	Faculty Housing	65,636	24,165	\$ (41,471)
125620	Parking	(158,781)	(178,531)	\$ (19,750)
129110	Bookstore	2,924,639	3,074,853	\$ 150,214
	Fund 4612 Balance	\$ 457,223	\$ 302,986	\$ (154,237)
	Balance in All Funds Report		302,986	

- (1.) 17% is the target for July activity compared to budgets.
- (2.) Revenue clearing account balance of \$620,462. Of this amount, 75% or \$465,000 estimated will go to E&G area.
- (5.) Physical Facilities central services transfers of \$180,000 has not been transferred as of the end of August.
- (7.) Athletic Scholarship expense in President's area occurs in October.